



Foreign Affairs Manual

3 FAM – Personnel

Change Transmittal: PER-646

Date: July 22, 2011

3 FAM 3520 ABSENCE WITHOUT OFFICIAL LEAVE (AWOL)

Changes

1. **3 FAM 3520, Absence Without Official Leave (AWOL):** This subchapter has been revised throughout. Therefore, changes will not be shown in *italic dark magenta* in this issuance.

2. **Crosswalk for 3 FAM 3520:**

From Prior Issuance	To Current Issuance	Prior Title	New Title
3521	3523	Policy	same
3523	3526	Time and Attendance Procedures and Responsibilities	Timekeepers' Responsibilities
3524	3527	Additional Information	same

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission. The FAM volume's transmittal acronym and numerical series remains in place.
4. Revisions in future issuances may be shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.
5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 3 FAM 3520 (CT:PER-514, 12-21-

2004; 2 pages) and insert revised subchapter 3 FAM 3520 (3 pages).

2. After inserting the material in the binder, insert this transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:PER-646, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(HR/ER/CSD)